U.S. DEPARTMENT OF LABOR

OCFO BULLETIN

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INSIDE THIS ISSUE

DOL RECEIVES CERTIFICATE OF EXCELLENCE IN ACCOUNTABILITY REPORTING

The Association of Government Accountants (AGA) has written Secretary Chao to commend the Department on the quality of the Department's FY 2000 Accountability Report and award DOL its *first* Certificate of Excellence in Accountability Reporting. The Certificate "recognizes outstanding accountability reporting and is the highest form of recognition in federal government financial management reporting." In three years of submitting our Accountability Report to the AGA for review, this is the first year we have attained this goal of excellence. Also, this is the second year that we have submitted for this award, and the first year we have achieved it.

Kudos to those who worked so diligently in preparing the Report as well as all whose daily efforts accrued to make the Report possible. In particular, congratulations to Mike Griffin, Mark Wolkow, Norm Perkins, John Getek, Ronnie Campbell, and the SPPWG. We all can be proud of this achievement!

OCFO EMPLOYEE PARTICIPATES IN AGA'S PANEL DISCUSSION OF FEDERAL ACCOUNTING, REPORTING AND AUDITING ISSUES

On Thursday, August 23, Mark Wolkow (Division of Policy & Internal Control) participated on a panel to discuss combining Performance and Accountability Reports, the Reports Consolidation Act of 2000, AGA's Certificate for Excellence in Accountability Reporting (CEAR), and related topics. The discussion was filmed at the AICPA (American Institute of Certified Public Accountants) studios in Jersey City, NJ.   The resulting video will become part of AGA's *Federal Accounting, Reporting, and Auditing Update* - a handbook and video course covering topics such as FASAB, Financial Reporting, Preparation of Federal Financial Statements, Auditing of Federal Financial Statements, and the Certificate of Excellence in Accountability Reporting (CEAR). This will be available for purchase for about $150 to professionals in these and related fields. Individuals may purchase and review these materials in order to gain Continuing Professional Education (CPE) credits.

The purpose of preparing this video was to provide insights to other Federal agencies on the benefits of combining Accountability and Performance reports. The primary audience will be Federal Finance, Inspector General, and program offices. DOL and SSA were selected because we were two of the agencies who submitted combined

Accountability and Performance reports to AGA for review this year under the CEAR program. The other panel member was Bonnie Kind from SSA. Last year, the purpose of the video portion was to introduce the CEAR, and featured Charlie Culkin, Executive Director at AGA, and John Hummel, Chair of the CEAR program.

The moderator of the panel was Bill Broadus of AICPA, a former GAO employee, who currently teaches a number of courses each year for AICPA, and has moderated many panels of this kind in the past. DOL last participated on an AGA-sponsored Accountability Report panel in 1998, which was a live panel, with questions from the audience.

FISCAL YEAR 2002 TRAVEL PER DIEM RATES

T he General Services Administration (GSA) has announced new travel per diem rates for Fiscal Year (FY) 2002. The new rates were published in the Federal Register on August 31 and will apply to travel performed on or after October 1, 2001.

Travel Manager, the department's electronic travel documents preparation system, will be modified to reflect the changes to the per diem rates. In addition, copies of the new rates can be obtained by accessing the OCFO website on Labornet, http://www.labornet.dol.gov/OCFO/html/travel.htm or the GSA website on http://www.policyworks.gov/.

As part of their annual review of per diem rates, GSA makes changes based on an analysis of lodging and meal cost survey data. The statistics regarding changes to the FY 2002 per diem rates, as compared to the FY 2001 rates are as follows:

> 22% of the rates increased;
>
> 68% remained the same; and
>
> 10% decreased.

GSA has also announced that effective January 15 through February 28, 2002, the peak season lodging rate for Park City, Utah of $169 will also apply to the counties of Weber, Davis, Salt Lake, Summit and Utah. This special provision is due to anticipated increased lodging costs as a result of the Winter Olympics, which will be held in Salt Lake City during this timeframe.

If there are any questions regarding this matter, please contact Cynthia Jones of the Division of Policy and Internal Control on (202) 693-6833.

NEW VERSION OF THE ELECTRONIC MAIL PROCESSING SYSTEM COMING SOON

T he OCFO recently completed the rewrite of the Electronic Invoicing Payment System (EIPS) that interfaces with the Federal Express Corporation's Electronic Invoice and Remittance application. Nearly $2,000,000.00 in payment transactions are processed electronically via the EIPS-FedEx interface each year. The EIPS maintains over 1,100 FedEx accounts and annually processes over 300,000 express deliveries of various correspondence and packages for DOL users.

The current version of EIPS-FedEx is console-based and uses local database files, while the new version will be a browser-based application written in the Java programming language using a Microsoft SQL Server back-end. The new Electronic Mail Processing System (EMPS) will maintain the basic functionality as the original EIPS, and the basic responsibilities of its users will remain unchanged. However, enhancements were made to make the system more efficient, less labor-intensive, and more stable for the Point of Contacts who are responsible for managing the day-to-day activity for agency designated users in the department. Some of the new features include an automated validation process for verifying invoices transmitted to the POCs for sampling purposes and more control by the POCs over their agency's FedEx account information.

The OCFO is currently testing EMPS and anticipates full implementation of the new system in early October. There will be no major change to the way the FedEx invoice information is processed from the users' perspective. The new EMPS meets the requirements and follows the guidelines set by "Year 2000 Information and Readiness Disclosure Act, Federal Prompt Pay Act, and the American with Disabilities Act of 1990.

If you have any questions or comments please, address your email to Adolphus Hawkes at hawkes-adolphus@dol.gov or call 202-693-6884.

BULK SF-224 TRANSMISSION TO TREASURY

The OCFO has instituted a new procedure for transmitting monthly SF-224s to Treasury. As discussed in previous OCFO Council meetings, beginning with the October SF-224s, DOL will no longer transmit its SF-224s via GOALS or hard copies. All SF-224s with the exception of a few ESA Special Benefit Payment ALCs will be sent in one bulk transmission . If you have any questions please contact Naomi Franklin on 202-693-6843 or Joe Fox on 202-693-6844.

ACCOUNTING CODES FOR TELECOMMUNICATIONS

I n a memo to Administrative Officers and OASAM Regional Administrators dated August 23, 2001, Patrick Pizzella expressed the need for DOL to ensure that all agencies and offices are utilizing the proper accounting codes so that the DOL could improve upon it's ability to "assess capital expenditures within certain areas under the telecommunications umbrella".

To facilitate the need to capture costs associated with cellular communications, OCFO has established accounting codes for recording the costs associated with the purchase and usage of cell phones beginning in FY 2002. Specifically,

·**Project Code III "CP"** should be used to record the *purchase and use* of cell phones.

·**Object Class Code "3111"** should be used to record the *purchase* of cell phones.

YEAR-END CLOSING SCHEDULE UPDATES

D uring the year end closing period, key staff from each of the OCFO organizations meet at 9am each workday morning to discuss the status of both the operational tasks and system operations affecting the year-end process. Beginning with the week of September 23, we would like to open the Wednesday morning sessions to Servicing Finance Office staff that are involved in ensuring the accurate and timely closing of FY 2001 activity and the opening of FY 2002.

The meetings re held in the OCFO Conference Room in S4030. Please send Karen Tekleberhan an e-mail message on the Tuesday before the meeting indicating your plan to attend.

UPDATED YEAR-END MINI PLAN

Please click on the link to access the updated year-end close mini plan:
http://www.dol.utasouth.com/documents/stack300/FY2001_yec.pdf

REGIONAL TRANSIT SUBSIDY

Regional Transit Subsidy payments will be processed by 2 pm on Tuesday, October 16, 2001.
Reimbursements should be in employee bank accounts no later than Friday, October 19, 2001.

ATA Update
as of PP 19, 2001

Where We Are Now

As of pay period 19, 2001, there were 13,888 ATA users nationwide, about 84 percent of DOL employees.

ATA Users					
Agency	N.O Users	Percentage Using ATA	Regional Users	Percentage Using ATA	Total Agency	Percentage Using ATA
BLS	1,721	100 %	224	23 %	1,945	73 %
ESA	724	100 %	3,384	100 %	4,108	100 %
ETA	625	100 %	693	88 %	1,318	95 %
ILAB	102	100 %	N/A	N/A	102	100 %
MSHA	390	100 %	424	22 %	814	35 %
OASAM	492	96 %	317	100 %	809	98 %
OIG	161	100 %	246	100 %	407	100 %
OSEC	562	100 %	143	100 %	705	100 %
OSHA	420	100 %	1,643	91 %	2,063	93 %
SOL	367	100 %	331	100 %	698	100 %
PWBA	243	97 %	601	100 %	844	99 %
VETS	38	100 %	37	17 %*	75	30 %*
DOL	6,091	100 %	7,797	75 %	13,888	84 %

*The base includes employees in State offices.

If you have any suggestions on how to improve the "look and style" of the OCFO Bulletin or other types of information to be provided, please contact Chaleta Moore at 202-693-6826 or via e-mail moore-chaleta@dol.gov.

DOLAR$ AVAILABILITY SCHEDULE
September 15, 2001 through October 20, 2001

Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 693-6842 or Naomi Franklin at (202) 693-6843.

SEPTEMBER 2001

Sat.,	**Sept.**	**15**	**-**	**Sun.,**	**Sept.**	**15**	**System Closed**
Mon.,	**Sept.**	**17**	**-**	**Fri.,**	**Sept.**	**21**	**6:00 a.m. to 8:00 p.m.**
Sat.,	**Sept.**	**22**	**-**	**Sun.,**	**Sept.**	**23**	**System Closed**
Mon.,	**Sept.**	**24**	**-**	**Fri.,**	**Sept.**	**28**	**6:00 a.m. to 6:00 p.m.**
Sat.,	**Sept.**	**29**	**-**	**Sun.,**	**Sept.**	**30**	**System Closed**

OCTOBER 2001

Mon.,	**Oct.**	**1**	**-**	**Fri.,**	**Oct.**	**5**	**6:00 a.m. to 6:00 p.m.**
Sat.,	**Oct.**	**6**	**-**	**Sun.,**	**Oct.**	**7**	**System Closed**
Mon.,	**Oct.**	**8**	**-**	**Mon.,**	**Oct.**	**8**	**System Closed (Holiday)**
Tues.,	**Oct.**	**9**	**-**	**Fri.,**	**Oct.**	**12**	**6:00 a.m. to 6:00 p.m.**
Sat.,	**Oct.**	**13**	**-**	**Sun.,**	**Oct.**	**14**	**System Closed**
Mon.,	**Oct.**	**15**	**-**	**Fri.,**	**Oct.**	**19**	**6:00 a.m. to 6:00 p.m.**
Sat.,	**Oct.**	**20**	**-**	**Sat.,**	**Oct.**	**20**	**System Closed**

TRAVEL

For an alphabetized INDEX of all OCFO Travel Related Items please click here.

PER DIEM

- Domestic Rates
- Foreign Rates
- Memo on Per Diem
- Contacts

TDY

- DOL TDY Policy
- DOL Long Term TDY Guide
- GSA TDY Regulations
- Contacts

Travel Card

- Cardholder Conduct
- GSA SmartPay Contract
- GSA Travel Card "Do's & Don'ts"
- Citibank Government Card Services
- DOL Travel Card Policy
- Contacts

PCS

- DOL PCS Guide
- DOL PCS Policy
- GSA Relocation Allowances
- Contacts

Lodging

- Fema Certified Hotel Listing
- DOL Travel Conference Check List
- Contacts

Travel Manager

- TM User Guide
- Add new users
- Create routing lists
- Contacts

Policies & Procedures

- GSA Policies
- DOL TDY Policy
- DOL Long Term TDY Guide
- DOL PCS Policy
- Contacts

Transportation

- Carlson Wagonlit Travel
- Contract Carrier Schedules
- Contract Rental Car
- Train Schedules
- Contacts

Travel Tips

- GSA FAQ's About Travel
- GSA Travel Card "Do's & Don'ts"
- DOL Travel Conference Check List

For an alphabetized INDEX of all OCFO Travel Related Items please click here.

GSA

U. S. General Services Administration

GSA - Home   **OGP - Home**   **Programs**   **About OGP**   **Contact Us**

Office of Governmentwide Policy (OGP)

Organizations

. Acquisition Policy   Intergovernmental Solutions

Committee Management   Real Property

Electronic Government   Regulatory Information Service Center

FirstGov   Transportation and Personal Property

Information Technology

Programs

Accessibility   Integrated Workplace

Aircraft Management   Intergovernmental Products

ARNet   IT Policy Documents

Asset Management   Mail Management

Best Practices   Per Diem Rates

CASU   Performance Measurements

Councils and Conferences   Personal Property Management

Electronic Government   Real Property Clearinghouse

EPIC   Real Property Policy

Federal Acquisition Institute   Regulation Information

Federal Acquisition Regulation   Siting Commercial Antennas

Federal Domestic Assistance   SmartGov

Federal Management Regulation   Telework

Federal Procurement Data System   Trail Boss

Federal Property Management Regulation   Transportation Management

FIRM   Travel Management

FirstGov

Fleet Vehicle Management

G8 Government On-Line

GRPIS

Unified Agenda

Worldwide Inventory

Year 2000 Information Directory

1000 by the Year 2000

Last Updated: August 27, 2001

Accessibility (05/25/2001) OGP-CIO

FY2001 Year-End Mini Closing Plan of Key Dates for the SFOs

ACTIVITY	TARGET DATE	
Return any new RCCs & IACs for FY2002 to OAPS	08/17	Fri.
Return any new Project Codes for FY2002 to OAPS	08/27	Mon.
Complete any CASH Awards to process in PP19 PERMIS/ People Power interface	08/30-9/10	Thurs.
Return the Dual Year ID list to OAPS	09/12	Wed.
Complete any CASH Awards to process in PP20 PERMIS/ People Power interface	09/13 - 9/24	Thurs.
Produce 1st preliminary SF224 for Sept.	09/20	Thurs.
"Optional Weekend work", Data base available 7:00am - 4:00pm	9/22	Sat.
Provide any remaining DL1-280's between appropriations to OAPS	09/24	Mon.
Run Cycle I reports (D111, D137, Travel) NOTE: These are "as of" reports and will be your FINALS.	09/29	Sat.
Run 1st Preliminary reports for September close-out	09/29	Sat.
Run 2nd Preliminary SF224	09/29	Sat.
Fund Control is turned on	10/01	Mon.
Dual Year begins for selected ID's for (DOLFIN, DOLAR$ on-line, FED-X, Travel, PRISM, etc.)	10/01	Mon.
FY2002 Allotments to be entered by OAPS	10/01	Mon.
Produce 3rd Preliminary SF224 (cob)	10/02	Tues.
Process WCF transaction for Type 2 distribution	10/03	Wed.
Cut-off for Batch & On-line for Disbursements & Collections for September SF224 (N.O. & Regions)	10/04	Thurs.

Redistribution of WCF charges by N.O.	10/04 & 05	Thurs.
Produce Final SF224 (cob)	10/05& 09	Fri.
Transmit the September SF224 to Treasury	10/05	Fri.
Cut-off for FY01 Obligations (N.O. & Regions) via DOLFIN	10/05	Fri.
"Optional week-end work: Final input"On-line only" of Disbursements and Collections and WCF advances for September 2001 SF224, Data base available from 7:00am - 8:00pm.	10/06	Sat.
Run 2nd Preliminary reports for September	10/06	Sat.
Produce SF224s from "week-end work"	10/06	Sat.
Transmit supplemental SF22s4 from "week-end work"	10/09	Tues
Open FY2002 DOLFIN transmissions	10/09	Tues.
PRISM system shut-down for FY01 data, FY2002 P.O. only	10/09	Thurs.
Cut-off for FY01 Obligations (Regional RFO) via on-line	10/12	Fri.
Final SFO input of Receivables and Reimbursements	10/12	Fri.
Final Sept. FY2001 WCF Type 2 transactions	10/12	Fri.
Clear CATARS holding file	10/13	Sat
Run 3rd and final Preliminary reports for September	10/13	Sat.
Final redistribution of WCF charges by N.O.	10/15 & 16	Mon.
Cut-off for Obligations (N.O.) via on-line	10/18	Thurs.
Last day to process FY01 Allocations	10/18	Thur.
Confirmation of Unliquidated Obligations of $1000 or more to CFO	10/19	Fri.
OCFO send September CASH files to Agencies for review	10/23	Tues.
Return September CASH to OAPS to balance w/Treasury	10/26	Fri.

OA to post CASH Adjustments	10/29 & 30	Mon.
Produce final year-end Sept. FY2001 reports	11/03	Sat.
Certification of SF133s and 2108s by N.O. Agencies	11/05	Mon.
Transmit via Internet the Report on Receivables Due From the Public	11/01 thru 11/15	Thurs.

Interactive Payroll System
Accounting Code Update
For FY 2002

09/04 Produce listing of employees' current accounting codes (MER Home Code Listing) to be distributed to each Agency budget office for their review.

09/17 Send HR Superusers explanation of FY 2002 accounting code process.

09/28 HR Office will complete all processing of personnel actions effective 09/23/01.

09/29 OCFO will provide a new set of tables to PeoplePower containing the valid accounting codes in DOLAR$ effective 10/01/01.

09/29 PeoplePower Operations Staff will update new DOLAR$ accounting codes in PeoplePower.

10/01 Budget and servicing HR office will begin the updating process of accounting codes in PeoplePower effective 10/01/01.

10/03 Budget offices must complete accounting code changes in PeoplePower Budget module for inclusion in PP 21 interfaces to the payroll system (IPS).

10/05 Personnel offices must complete 997 actions in PeoplePower to effect accounting code changes for PP 21.

10/11 OFS will mass change the fiscal year for all MER records.

10/12 Create accounting interface file for PP 21. Create 50/50 split. Overlay PP 20 miniMER to accounting records for first fiscal year file.

10/12 Run accounting interface files for both halves into DOLAR$.

10/16 PeoplePower will provide OCFO with listing of accounting code changes processed.

PAYROLL PROCESSING FOR FY 2001/2002

 09/14   P/P 19 –   September FY 2001 (Accrual Factor 1.5)
- Create Disbursement File - Document Number PP1901
- Process Disbursement File - Document Number PP1901
- Create Accrual File (EST) - Document Number PP2001
- Create Reversal File (EST) - Document Number PP2001
- Process Accrual File (EST) - Document Number PP2001- Sept. Acct. Date FY 2001
  (No cash awards, lump sums, severance pay included)

 09/28   P/P 20 –   September FY 2001 (Accrual Factor 0.5)
- Create Accrual File - Document Number PP2101- Sept.Acct.Date FY2001
- Create Reversal File - Document Number PP2101- OCT.Acct. Date FY2002
- Create Disbursement File - Document Number PP2001
- Process Reversal File (EST) - Document Number PP2001
- Process Accrual File - Document Number PP2101
- Process P/P20 Disbursement file - Document Number PP2001
  (Post manual and canceled checks but entire schedule must be entered, PTPA)
  (Tape displays FY 2001"Home Codes")

 10/12   P/P 21 –   October FY 2002   (Accrual Factor .8)
- Process Reversal File - Document Number   PP2101 Oct.Acct.Date FY2002
- Create Disbursement File - Document Number   PP2101A
- Process Disbursement File - Document Number   PP2101A
- Create Disbursement File - Document Number PP2102
- Accounting Month October FY 2002

 10/26   P/P21B –
- Process Disbursement File - Document No. PP2102 with FY 2002 Codes.

FINAL FY01 SEPTEMBER YEAR END REPORTS AND FY02 OCTOBER REPORTS

Because most of the Agencies and Regions like to retain a backup copy of their downloaded Final September Year End Reports and receiving two sets of hardcopy reports can be overwhelming, the following is the schedule for producing and distributing the Final September Year End and October Reports.

ACTION	DATE
Release the hardcopy prints and electronic downloads and create agency data sets for the October FY 2002 Cycle 1 Reports.[1]	11/01/2001
Process Final September Year End FY 2001 Reports.	Weekend of 11/03/2001
Release the hardcopy prints and electronic downloads and create agency data sets for the Final September Year End Reports.	Weekend of 11/03/2001
Final Year End hardcopy and downloaded Reports available for agencies and regions. **The electronic downloaded September reports will be available until close-of-business on**	11/09/2001
The Final September Year End (FY 2001) electronic downloaded reports will be overlaid by the electronic downloaded October (FY 2002) Reports unless they are renamed or copied.	**11/05/2001-11/09/2001**
Process October FY 2002 Reports.	Weekend of 11/10/2001
Release the print and downloads and create the agency data sets for the October Reports.	Weekend of 11/10/2001
October hardcopy and downloaded Reports available for Agencies and Regions.	11/13/2001

This schedule allows the Agencies and Regions 5 days, November 5 - 9, 2001 to review their Final September FY 2001 Reports, make backups or other copies of the electronic downloads and file the hardcopy reports. The October downloaded Reports will overlay the Final September FY 2001 downloaded Reports. If you wish to retain a copy of these reports, you must save a copy by renaming the report, copying the report to another directory or backing up the report to a different media, i.e., a CDROM.

[1] Cycle 1 reports are the D137, Travel, SF224 and the P118.

BONUSES AND CASH AWARDS
FOR FY 2001

All authorizations to issue award checks (DL-1-211 or SF 52) must be received by personnel no later than September 30, 2001 to be considered as valid FY 2001 documents. In order to ensure that your agency's cash awards are processed and effective for FY 2001, the following schedule must be adhered to.

08/30 – To avoid the last minute rush, all award documentation must be received by Personnel in order to make the P/P19 People Power Interface reports. The People Power cut-off date is 09/07/00. The report dates are:

August	30 -	Thursday
September	04 -	Tuesday
September	06 -	Thursday
September	10 -	Monday

09/13 – The beginning cycle to effect cash awards for FY 2001 for the P/P20 People Power interface reports. The PP20 cut-off date is 09/21/00. The report dates are:

September	13 -	Thursday
September	17 -	Monday
September	20 -	Thursday
September	24 -	Monday

09/27 – The beginning cycle to effect cash awards for FY 2001 for the P/P21 People Power interface reports. The PP21 cut-off date is 10/05/01. The report dates are:

September	27 -	Thursday
October	1 -	Monday
October	4 -	Thursday

The awards that did not make the above interface reports now must be hand carried to OCFO, Division of Compensation and Benefits by October 9th. If you have any questions, contact Ray Coyle on (202) 693-6851.

10/16 - For those awards that were approved by September 30 but failed to be processed in P/P 20, an accrual must be obligated for FY 2001 by the SFO, Transaction Code (TC) 2017 should be used for this purpose. When the cash award does post through the Payroll System, during a subsequent FY 2001 pay period (Ex: P/P 21, 22, 23, etc.), the cash award transaction should be reversed using TC 2045 with a negative amount. The cash award should then be re-posted against the original accounts payable obligation that was established for FY 2001 using TC 3005. Proper documentation should be retained for audit purposes.